

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1412      **TITLE:** Real Estate Appraiser

**GRADE:** S-23

**DEFINITION:**

Under general supervision, performs professional real estate appraisal analysis to determine the value of residential properties for ad valorem (tax assessment) purposes; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Real Estate Appraiser differs from the Assistant Real Estate Appraiser class in that the Assistant Real Estate Appraiser is an entry-level class which requires extensive training and close supervision, whereas the Real Estate Appraiser is the full-performance level.

The Real Estate Appraiser differs from the Senior Real Estate Appraiser in that the Real Estate Appraiser appraises the homogeneous residential properties, whereas the Senior Real Estate Appraiser appraises properties which are heterogeneous in nature (i.e. commercial and complex residential properties).

**ILLUSTRATIVE DUTIES:**

Inspects properties and meets with citizens, builders, brokers, and other government agencies to collect data for the appraisal of residential properties;  
Collects and maintains data for appraisal analysis of residential properties using multi-listing information to check sales information and update building characteristics;  
Analyzes data and applies traditional mass appraisal approaches in determining residential property values while using individual judgment;  
Provides information to the public on real property legal requirements, appraisal procedures, and current market activity;  
Prepares charts and graphic presentations for the Board of Equalization using GIS (geographic information system) to illustrate uniformity and sales comparable properties;  
Presents oral, visual (charts and graphics), and written presentations, and defends assessments in the administrative appeal process and before the Board of Equalization;  
Researches the County Comprehensive Plan to evaluate the effect of adopted land use plans on property valuations;  
Measures, classifies, and values new construction, including custom houses;  
Maintains information for assigned subdivisions, including model types and sales data;  
Analyzes grantor/grantee transactions, including financial details, property characteristics, zoning/development issues, and buyer/seller motivations to develop an inventory of bona fide sales for market analysis.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of Fairfax County ad valorem principles, policies, and procedures;  
Knowledge of the political, economic, social, and legal factors affecting the valuation of residential property in Fairfax County;  
Skill in applying the principles and practices of appraising residential properties;  
Skill in the use of personal computer applications, including electronic mail, the Internet, word processing, spreadsheet, multiple listing, digital photography, building diagramming, GIS (geographic information system), sales and uniformity query, and other relevant software;  
Ability to compute residential real estate values using the cost and market sales appraisal methods;  
Ability to employ accepted mass appraisal techniques when calculating and interpreting statistical data to insure uniformity and equitability of residential real property assessments;  
Ability to organize and summarize facts related to appeal/Board of Equalization cases;  
Ability to understand architectural, subdivision, and rezoning plans;  
Ability to communicate accurately and effectively, both orally and in writing;  
Ability to develop and maintain cooperative and effective relationships with County officials, staff, the professional real estate community, and citizens.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree; PLUS  
Two years field experience in the appraisal of real property.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid motor vehicle driver's license.

REVISED: August 22, 2000

REVISED: June 7, 1999

REVISED: August 29, 1994